

Commander's Briefing

Government Travel Card **March 2000**





Why Use a Travel Card?

- Card use mandated by 19 Oct 98 law
 - P.L. 105-264 requires all federal travelers to use travel card for official travel expenses
- GSA issued guidance on 19 Jan 2000
- Other federal agencies implemented program



Who Can Use a Travel Card?

- **Active duty personnel**
- **National Guard and Reserve personnel**
- **Full-time, part-time, and seasonal civilian personnel (no Foreign Nationals)**
- **Non-Appropriated Fund (NAF) personnel**



History of the Travel Card

- **Not first credit card used for federal travel**
- **Initial use of credit cards 11 years ago**
- **Used Diners Club, American Express, VISA**
- **Used by at least 1.2 million DoD travelers**



How is this Travel Card Different?

- **Mandatory uses**
- **More benefits: VISA card accepted by more vendors worldwide**
- **Failure to use the card may result in disciplinary action**
- **All vouchers will be paid**



How is this Travel Card Different?

- **Account action**
 - **Accounts 60 days delinquent -- suspended**
 - **Accounts 120 days delinquent -- cancelled**

Note: UCMJ action remains available if members use cards for prohibited purposes or are delinquent
- **New fees**
 - **ATM fees still assessed**
 - **New assessment of delinquent account & collection fees**



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Mandatory Uses: When Must We Use The Card?

- Lodging/hotel
- Car rental
- Official transportation (airline, bus, or train)
- Air Staff currently developing procedures on how transportation will be handled
- No changes to current method until new procedures approved



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Optional Uses: When May We Use The Card?

- All other *reimbursable* travel- related expenses
 - Examples: laundry/dry cleaning, parking, taxi fares, tips, group meals
- As per AFI 65-104, incidental purchases may be charged to the card
 - Examples: a drink with dinner, in-room movies, phone calls to family, hotel gym fees



Prohibited Uses: When Can't We Use Card?

- All unofficial, personal uses
- To help prevent misuse, DoD and VISA have blocked certain non-travel related merchant category codes
 - To include golf courses, liquor stores, funeral homes, medical expenses, 1-900 phone numbers



How will Travel Card Affect Personal Credit?

- Credit check is noted but card itself is not reflected on personal credit reports
 - Should not affect one's ability to buy a car or a house
- Delinquent payments may be reported to credit bureau 126 days after failure to pay
 - Card holder will have time to work out any disputes
 - However, continued delinquency may damage credit



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Payment Options

- **By Mail**
 - **Follow the billing instructions**
- **By Phone**
 - **Call customer service at
(800) 472-1424**
 - **Have check available with bank info:
bank address, routing number,
account number**
- **In Person at any BofA**
- **Split Disbursement by Voucher**



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Expenses and Fees

- **Delinquent accounts (overdue 126 days) are charged a \$20 per month**
- **Accounts referred for collection are charged 25% of delinquent balance**
- **Cash withdrawals from ATM machines have a 1.9 percent fee added**
 - **ATM fee, billed in monthly statement, is reimbursable**



What is a Card-Holder's Responsibility?

- Safeguard the card**
- Use the Travel Card only for official travel expenses**
- Pay the Travel Card bill promptly**
- Know your unit Travel Card Agency Program Coordinator (APC)**
- Call base FSO if you have questions**
- Call BofA Customer Service at (800) 472-1424**



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Questions?
